



Delaware Township Board of Supervisors

Reorganization Meeting

January 2, 2018 – 7pm

Executive Session – 6pm

MINUTES

Call to Order was made at 6:00 p.m.

Pledge of Allegiance

Roll Call – In attendance: Jane Neufeld, Rick Koehler, John Henderson, Thomas Farley – Township Solicitor, and Krista Predmore.

Motion to appoint John Henderson as Temporary DTBOS Chairman was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.

Public Comment on Agenda – None.

1. **Motion** to appoint John Henderson as 2018 DTBOS Chairman was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
2. **Motion** to appoint Jane Neufeld as 2018 DTBOS Vice Chairman was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. Nay: None. **Motion** carries.
3. **Motion** to appoint Jane Neufeld as Township Treasurer was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. Nay: None. **Motion** carries.
4. **Motion** to appoint John Henderson as Township Secretary was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
5. **Motion** to appoint Krista Predmore as Delaware Township Administrator/Assistant Treasurer / Right to Know Officer at a rate to be determined on January 10, 2018 and retroactive to January 2, 2018 was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
6. **Motion** to recognize Robin Jones as Deputy Tax Collector as appointed by Mary Lou Corbett was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
7. **Motion** to authorize Supervisors John Henderson, Jane Neufeld and Rick Koehler as Signatories on all Banking and Checking Accounts was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.



8. **Motion** to approve Wayne Bank, Dime Bank and PLIGIT as Depositories for Delaware Township was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
9. **Motion** to establish the Treasurers bond at \$2,800,000 was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
10. **Motion** to establish the Assistant Treasurer's bond at \$100,000 was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
11. **Motion** to appoint Thomas Farley Esq. as Delaware Township Solicitor at a rate of \$150.00 per hr was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
12. **Motion** to authorize Treasurer to pay usual monthly bills due between regular scheduled meetings was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
13. **Motion** to appoint Kirk Summa & Co LLP as certified public accounting firm to replace the elected auditors for Delaware Township was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
14. **Motion** to appoint Michael Kolenet as Delaware Township Road Master at a rate to be determined on January 10, 2018 and retroactive to January 2, 2018 was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
15. **Motion** to appoint Richard Heimbrook as full-time public works employee at a rate to be determined on January 10, 2018 and retroactive to January 2, 2018 was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
16. **Motion** to appoint Robin Jones as full-time Administrative/Human Resources Assistant at a rate to be determined on January 10, 2018 and retroactive to January 2, 2018 was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
17. **Motion** to appoint Sharon Franks as full-time Office Assistant at a rate to be determined on January 10, 2018 and retroactive to January 2, 2018 was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
18. **Motion** to appoint Lori McCrory as full-time Permit Assistant at a rate to be determined on January 10, 2018 and retroactive to January 2, 2018 was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.



19. **Motion** to appoint Vincent Flatt as full-time public works employee at a rate to be determined on January 10, 2018 and retroactive to January 2, 2018 was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
20. **Motion** to appoint Mike Moffa as full-time public works employee at a rate to be determined on January 10, 2018 and retroactive to January 2, 2018, conditioned upon him obtaining a CDL within a 180 days was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
21. **Motion** to appoint Jeff Dorner as part-time Bulk Waste Attendant at a rate to be determined on January 10, 2018 and retroactive to January 2, 2018 was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
22. **Motion** to appoint David Manter as Interim Sewerage Officer was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
23. **Motion** to reimburse 54.5 cents per mile for use of personal vehicle while on official Delaware Township business was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
24. **Motion** to appoint Michael Kolenet to the Pike County Road Task Force was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
25. **Motion** to appoint Boucher & James Township Engineers was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
26. **Motion** to appoint SFM Consulting LLC as Delaware Township Residential and Commercial Building inspectors was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
27. **Motion** to appoint SFM Consulting LLC as Delaware Township Zoning/Code Enforcement Officers was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
28. **Motion** to appoint George Beodeker as Interim Delaware Township Emergency Management Coordinator was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
29. **Motion** to appoint Robert Bernathy Esq. as Alternate Delaware Township Solicitor was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.



30. **Motion** to appoint Thomas Farley Esq. as Delaware Township Planning Commission Solicitor was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
31. **Motion** to appoint Robert Bernathy, Esq. as Alternate Planning Commission Solicitor was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
32. **Motion** to appoint Stacey Beecher, Esq as Delaware Township Zoning Hearing Board Solicitor was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
33. **Motion** to appoint Steve McBride as Delaware Township Vacancy Board was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
34. **Motion** to appoint Steve Vitale PhD, PE, Jim Owens, Wayne Day, Sean Helferty (alternate) and Mike Moffa (alternate) as Delaware Township Building Hearing Board was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
35. **Motion** to appoint Krista Predmore as Delaware Township Building Hearing Board Secretary was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
36. **Motion** to appoint Stacey Beecher, Esq. as Delaware Township Building Hearing Board Attorney was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
37. **Motion** to appoint Robin Jones as Secretary of the Delaware Township Safety Committee was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
38. **Motion** to appoint Michael Kolenet, Mike Moffa, Bud DeVries, and Mary Lou Corbett to the Delaware Township Safety Committee for a 1 year term was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
39. **Motion** to appoint Lori McCrory as Zoning Hearing Board Secretary at a rate of \$35 per meeting was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.



40. **Motion** to reappoint Ron Hough and William Ericco to Delaware Township Planning Commission for a four (4) year terms was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
41. **Motion** to authorize Jane Neufeld, Rick Koehler, Krista Predmore and Michael Kolenet to attend the 2018 PSATS Conference in Hershey Pa was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
42. **Motion** to authorize grass mowing and/or snow plowing at the following locations: Delaware Township Fire Department and Ambulance Corps Main Building and Sub stations was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
43. **Motion** to authorize snow plowing at the Delaware Cemetery was made by Mr. Koehler with a second by Mr. Henderson. Voting: All in favor. Nay: None. **Motion** carries.
44. **Motion** to authorize grass mowing at the American Legion on Ball Park Road and Smith-Harker Community Garden was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
45. **Motion** to approve New Year's Day, Martin Luther King Jr., Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day as paid holidays was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
46. **Motion** to set the Delaware Township Board of Supervisors workshops the second and fourth Wednesday of each month at 6:00 pm was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
47. **Motion** to set the Delaware Township Board of Supervisors regular meetings the second and fourth Wednesday of each month at 7:00 pm was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
48. **Motion** to authorize Delaware Township Safety Committee to meet on the first Tuesday of each month at 8:30 am was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
49. **Motion** to approve Delaware Township Planning Commission meetings and workshops on the first and third Tuesday of each month or as necessary at 6:30 pm was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.



50. **Motion** to authorize Delaware Township Zoning Hearing Board to meet on an as needed basis at 7:00 pm was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.
51. **Motion** to authorize Delaware Township Building Hearing Board to meet on an as needed basis at 6:00 pm was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
52. **Motion** to appoint the Pike County Dispatch, the News Eagle and the Pocono Record as the official Township newspapers was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
53. **Motion** to set Delaware Township Bulk Days to the first and third Saturdays of the month from 8am to 4pm except for the months of January, February, March, and December. (see attached schedule) was made by Mr. Koehler with a second by Ms. Neufeld. Voting: All in favor. Nay: None. **Motion** carries.
- a. **ADDED Motion** to appoint Sharon Frank to the Pike County COG was made by Ms. Neufeld with a second by Mr. Koehler. Voting: All in favor. Nay: None. **Motion** carries.

PUBLIC COMMENT

Public Comment consisted of, but was not limited to the following: Mr. Kolenet seeking clarification of Road Master versus a Public Works Director title; and Mr. Beodeker inquired about advertisement for a replacement Emergency Management Coordinator.

54. **Motion** to adjourn the meeting was made at 7:30 p.m. by Ms. Neufeld with a second by Mr. Koehler. Voting: All in Favor. **Motion** carries.

Respectfully submitted,

Krista Predmore

Township Administrator/Assistant Treasurer